

**LEE COUNTY JOB ANNOUNCEMENT
INSIDE/OUTSIDE**

POSITION: Librarian I – Youth Services

STARTING SALARY: \$36,548

GRADE: 64

DESCRIPTION OF WORK

The Lee County Library is seeking qualified applicants for the full time position of Librarian I – Youth Services. The chosen applicant will develop and facilitate children's and teen programming reflecting the interests and needs of Lee County communities. Work is performed under the general direction of the Librarian III and the Director of Library Services.

Essential Functions:

Responsible for the effective development, promotion, implementation and assessment of a variety of age appropriate programs, outreach and services offered to the Lee County communities; create, present, and evaluate programs for children and teens that are relevant to the interests of the community and STEAM goals of the schools; supervise daily operations of the Children's Department at the Main Library; assists with applying for and administering grant funds and grant programs; act as liaison with daycares, schools and child care centers and collaborates with other educators; represents the library at special community events as well as being a member of local committees focused on youth services; assists with applying for and administering grant funds and grant programs for youth services; participates on the purchasing committee to assist with collection development and inventory maintenance; generates new library forms, flyers and publicity publications and assists with various library events or programs; contributes updates regarding youth services for website content, newsletter articles, calendar events, and media publicity; ability to offer quality customer service with a positive upbeat attitude and sensitivity to diverse populations with varying needs; able to perform skilled administrative work preparing required and requested reports and schedules for distribution, working with budget documents/systems, and related work as apparent or assigned; attend annual professional meetings, biennial NCLA conventions, and workshops; maintains displays in the Children and Teen Space departments that are engaging and exemplify library collection and/or services.

Additional Functions:

Provides general library services at circulation desk; registers patrons; checks in and out books and other materials; empties book drop, re-shelves books and materials; shelf reads and straightens shelves, etc.; experience/ability to troubleshoot minor computer and related peripheral issues; work as part of team in all aspects of the job duties as well as independently on tasks. Must be able to manage time effectively, meet deadlines, and work independently; other duties as assigned by the Director.

Education and Experience:

Master's Degree in Library Science from a college/university accredited by the American Library Association, minimum of 1 year of experience working in a public library in programming/Children's Services, or equivalent combination of education and experience. Experience with computers, ILS, website maintenance, social media preferred.

North Carolina Public librarian certification within six (6) months. Valid driver's license in the State of North Carolina.

APPLICATION PROCESS

Submit a cover letter, resume and a Lee County application to Lee County Human Resources, PO Box 1968, Sanford N.C. 27331- 1968. Position will remain open until filled. First review of applicants will be on July 28, 2021. Females and minorities are encouraged to apply. Lee County does not discriminate on the basis of race, color, national origin, sex, religion, age or disabling condition in employment opportunities. **Pre-employment drug testing is required.**

www.leecountync.gov